



Time Management

Time Management processes include the capture of time off and working time in accordance with particular agency policies. Leave management includes the leave request process and the management of leave balances. In both time entry and leave management, agency management approvals are an integral part of the business process flow.

Listed below are some of the key time management-related benefits that have been identified as a result of the BEACON HR/Payroll System implementation.

- **Time Entry**

Time submission will be standardized across agencies. Employees or timekeepers will be able to enter time without having to decipher multiple submission codes.

- **Automated Overtime Calculations**

Following manager approval, overtime will automatically be calculated once an employee or timekeeper enters working hours in Employee Self Service (ESS). No additional coding will be required.

- **Management of Leave Balances**

Leave balances will be tracked automatically within the BEACON HR/Payroll system. Time management and leave management will be handled separately.

- **Compensated Absences**

Compensated absences will be recorded directly in SAP.

- **Family Medical Leave Act (FMLA) Tracking**

Once a reason code for an FMLA absence is created, rules will automatically be applied to determine eligibility and create a balance for tracking purposes.